

Cortney L Cross

April 29, 2018

Cortney Cross
University College Peer Mentor Coordinator
Indiana State University

Re: Residential Life Hall Coordinator; Posting # 18-00051

Dear Residential Life Hall Coordinator Search Committee,

I am responding to your inquisition found on Indiana State University's website regarding the Hall Coordinator position within Sycamore Housing. I am currently a 4.0 Master's student at Indiana State University in the Student Affairs and Higher Education Program. As stated on my resume, I will graduate from Indiana State University on May 12, 2018. I believe my passion for helping students succeed along with my skills and experiences will benefit your institution and the students with whom you educate.

In my four years of professional higher education experience prior to my graduate experiences in Academic and Student Affairs, I have gained the skills to successfully plan and develop services to enhance the academic, professional, and personal growth of college students. A few of the skills I possess include:

- Supervision- As the University College Peer Mentor Coordinator, I supervised over 100 student-staff including undergraduate, graduate, intern, and practicum students. The College Support Staff position allowed me to supervise twenty professionals in North Carolina and New York City. My supervision responsibilities included training, mediation, and guidance locally, nationally, and internationally. These opportunities helped me developed my supervising and leading techniques. I also learned how to adapt to my techniques to better assist those I am serving.
- Programming- As an undergraduate resident assistant at Indiana State, a current residential community advisor at Saint Mary of the Woods College, and a previous college support staff for three years to students across the Raleigh-Durham area from schools including Duke, UNC-Chapel Hill, NC State, and North Carolina Central- I was in charge of implementing a variety of academic and social programming for residents and student-staff members. Serving different institutional types allowed for me to serve thousands of students over the years, budget and monitor thousands of dollars in NYC, Singapore, and South Africa, and work with a variety of diverse student and staff populations.
- Student/Community Development- As a current graduate assistant within University College, a Certified Life Coach, and entrepreneur of a mentoring agency-QUEENS Mentoring Global LLC- I have been able to mentor, advise, coach, and counsel students, instilling the importance of community amongst one's peers through diversity training activities and reflection exercises. I also help provide community service activities to show students the importance of serving locally, nationally, and internationally.

I am dedicated to a lifetime of service in developing the future leaders of tomorrow. If granted the opportunity to serve your institution, I will continue to go above and beyond the call of duty. I look forward to meeting with you in the near future to discuss my qualifications in greater detail. Should you wish to contact me, I may be reached at 919.694. 7747. Thank you for your time and consideration.

Sincerely,

Cortney L Cross